



**LITTLE TOKYO BUSINESS ASSOCIATION
LITTLE TOKYO BUSINESS IMPROVEMENT DISTRICT**

106½ JUDGE JOHN AISO STREET #132
LOS ANGELES, CA 90012
Phone (213) 880-6875
Email: board@visitlittletokyo.com
Website: www.visitlittletokyo.com

March 14, 2017

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City of Los Angeles
Office of the City Clerk, Administrative Services Division
Special Assessments Section
Mr. Eugene Van Cise
200 North Spring Street, Room 224
Los Angeles, CA 90012

Subject: Request for Funds: 4th Quarter 2016 – Contract #C-127327

Dear Mr. Van Cise:

As outlined in the agreement between the city of Los Angeles and the Li'l Tokyo Businessmen's Association, we are requesting payment of assessment funds in the amount of \$77,964.00 for the Little Tokyo Business Improvement District.

I certified that the payment requested has been expended in accordance with the provisions of the contract agreement with the City of Los Angeles and as outlined in the District's Management Plan, which is itemized as follows:

Safety Patrol Program (76%) – 4th Quarter.....	\$ 66,177
Street Maintenance (7%) – 4th Quarter.....	\$ 3,072
Marketing & Promotion (13.5%) – 4th Quarter.....	\$ 4,994
Administration (3.5%) – 4th Quarter.....	\$ 3,721
TOTAL (100%)	<u>\$ 77,964</u>

I certify that I represent the Little Tokyo Business Association (also known as Li'l Tokyo Businessmen's Association), a non-profit 501(c)(4) corporation, and that I am authorized to make this request on behalf of the organization.

We are requesting an electronic transfer of the funds. The City has our account information. Our City of L.A. Vendor Code is 100024921

Should you have any questions, please feel free to direct them to me.

Sincerely,

Ellen Endo
President, Li'l Tokyo Businessmen's Association
Co-Chair, Little Tokyo Business Improvement District

cc: Joanne Kumamoto, Co-Chair, LTBD